



# Water Boards

STATE WATER RESOURCES CONTROL BOARD  
REGIONAL WATER QUALITY CONTROL BOARDS

electronic Self-Monitoring Reports<sup>2.5</sup>  
Discharge Monitoring Report (DMR) Entry Guide



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## A. Introduction and Overview

This entry guide describes how to navigate through the “DMR” tab of the eSMR module of California Integrated Water Quality System (CIWQS).

The data on the DMR tab and the submittal information is transmitted to the United States Environmental Protection Agency’s Integrated Compliance Information System (ICIS). The tab is pre-populated with expectations according to the permit(s) for your facility. If you have any questions regarding the expectations contact the DMR Help Center ([DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov)).

Information on the other tabs of the SMR report and the data on the DMR tab are not electronically connected. There may be data points that you must enter through the PET tool or the eSMR manual data entry tabs and on the DMR tab.

No data indicators (NODI) codes can be entered for an entire limit set or for individual parameters, see [Section C](#).

Both the eSMR and DMR tabs must be completed before submitting. If, for some reason you cannot complete the DMR tab, you can unlink the specific DMR in order to submit the eSMR. See [Section F](#) of this guide for more information on this process.

If your caseworker withdraws your eSMR and you resubmit the report, only data points with different values than the original submitted values will be resubmitted to EPA. The date of the resubmittal will be recorded for those data points.

At any time you may save your entry to continue at a later time.

If you have any questions, contact the DMR Help Center ([DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov)).

## B. DMR Dashboard

The DMR Dashboard can be accessed by clicking on the DMR tab from the report builder screen within a specific eSMR. For more information on navigating to an eSMR, see the “Select Report” lesson of the eSMR2 training courses posted at:

[http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/esmr2course.shtml](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/esmr2course.shtml).

**SMR / DMR Reporting**

[Back to SMR Search](#) Reporting Level: Level II

**Monthly SMR ( MONNPDES ) report for May 2014** Report Effective Dates: 05/01/2014 - 05/31/2014  
 Status: In-Progress All Electronic Date: 01/01/2005  
 Data Summary Export: [Export to Excel](#)

[No Discharge](#) [EDF/CDF](#) [Analytical Data](#) [Calculated Data](#) [Data Summary](#) [Attachments](#) [Violations](#) [DMR](#) [Submittal](#)

**DMR Dashboard**

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	05/01/2014 - 05/31/2014	07/01/2014	<input type="text"/>	Empty	<a href="#">Unlink</a>
<a href="#">INF-A</a>	05/01/2014 - 05/31/2014	07/01/2014	<input type="text"/>	Empty	<a href="#">Unlink</a>

Add DMR to this Report

All DMRs have been matched.

[Upload / Manage Files](#)  
[DMR PDF Report](#)

Description and function of the Dashboard table:

- 1.) Feature - Limit Set  
Clicking on the link will take you to the web entry forms. The forms look similar to the paper DMR forms and allow you to enter results or view results that have been uploaded.
- 2.) Monitoring Period  
Displays the date range associated to the Feature - Limit Set records.
- 3.) Due Date  
Displays the due date for the associated Feature – Limit Set records. This may be different than the eSMR due date. It is the Discharger’s responsibility to ensure timely submittals of both reports.
- 4.) NODI  
Allows you to enter a NODI code for the entire Feature –Limit Set. Section C describes entering a NODI code for an individual parameter record.

## 5.) Status

Displays the status of the records within the Feature – Limit set. The following statuses may be displayed:

- Empty- No data has been entered for the Feature – Limit Set and monitoring period described
- Incomplete –Some, but not all data has been entered for the Feature – Limit Set and monitoring period described
- NODI – A NODI code has been assigned for the entire Feature – Limit Set
- Complete – All expected the data has been entered for the Feature – Limit Set and monitoring period described

## C. Web entry form

The web entry forms allow you to enter your results. Like the paper DMR forms, the web form is broken up into “Quantity or Loading” and “Quality or Concentration” sections for each parameter. Data is expected in cells that contain entry boxes. You can save the data one parameter at a time by clicking the “Save Parameter” button at the bottom of each parameter section, or save them all at once using the “Save All Parameters” button located near the top and bottom of the page.

You can use the dropdown menus to change the units, sample type and frequency. A warning will appear if the dropdowns are changed from the default selection.

00530 - Solids, total suspended										Feature:	001	Monitoring Loc.:	1 (Effluent Gross)
										Season:	0	Comments:	<a href="#">Show</a>   <a href="#">1</a>
Sample	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)		Excursions					
Permitted	= Req Mon Monthly Average	= Req Mon Daily Maximum	kg/d		<= 10 Monthly Average	<= 20 Daily Maximum	mg/L	Samp. Type	COMP24				
NODI								Frequency	Weekly				
Source: Web Entry • Parameter 001-00530 with value type C2 is not complete. • Parameter 001-00530 with value type Q2 is not complete. • Parameter 001-00530 with value type Q1 is not complete. • Parameter 001-00530 with value type C3 is not complete.										Three Per Prt Period Three Per Season Three Per Week Three Per Year Twelve Per Month Twenty Per Month Twice Every 12 Days Twice Every 5 Years Twice Every 6 Months Twice Every Discharge Week Twice Every Hour Twice Every Month Twice Every Quarter Twice Every Season Twice Every Shift Twice Every Week Twice Per Batch Twice Per Day Twice Per Discharge Twice Per Drawdown Twice Per Month Twice Per Permit Term Twice Per Rot Period Twice Per Week Upon Request Weekdays Weekly Weekly When Discharging When Discharging			
Save Parameter													
00610 - Nitrogen, ammonia total (as N)										Feature:	001	Monitoring Loc.:	1 (Effluent Gross)
										Season:	0	Comments:	<a href="#">Show</a>   <a href="#">1</a>
Sample	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)		Excursions					
Permitted		= Req Mon Daily Maximum	kg/d		<= 3 Monthly Average	<= 8 Daily Maximum	mg/L	Samp. Type	COMP24				
NODI								Frequency	Weekly				
Source: Web Entry • Parameter 001-00610 with value type C2 is not complete. • Parameter 001-00610 with value type Q2 is not complete. • Parameter 001-00610 with value type C3 is not complete.										Three Per Prt Period Three Per Season Three Per Week Three Per Year Twelve Per Month Twenty Per Month Twice Every 12 Days Twice Every 5 Years Twice Every 6 Months Twice Every Discharge Week Twice Every Hour Twice Every Month Twice Every Quarter Twice Every Season Twice Every Shift Twice Every Week Twice Per Batch Twice Per Day Twice Per Discharge Twice Per Drawdown Twice Per Month Twice Per Permit Term Twice Per Rot Period Twice Per Week Upon Request Weekdays Weekly Weekly When Discharging When Discharging			
Save Parameter													
00612 - Nitrogen, ammonia, tot unionized (as N)										Feature:	001	Monitoring Loc.:	Wpc Plan

Comments from the Permit can be displayed above the parameter table, if the “Show” link has been clicked. The “Show” link is in the top right-hand corner of each parameter section. Once showing, comments can be hidden by using the “Hide” link.

	Quantity or Loading			Quality or Concentration			
	Q1 (avg)	Q2 (max)	Units	C1 (min)	C2 (avg)	C3 (max)	Units
00010 - Temperature, water deg. centigrade							
					Feature:	001	Monitoring Loc.: 1 (Effluent Gross)
					Season:	0	Comments: Hide !
<b>Comments:</b> Temperature: Enter NODI(9) for units (degrees C or F) not reported.							
	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)	

A NODI code can be selected for an individual parameter and or result. NODI dropdown is located below the qualifier field. Definitions for the codes can be found in [Attachment 1](#) of this guide.

DMR Parameter Entry

Monitoring Period: 08/01/2014 - 08/31/2014 Due Date: 11/01/2014

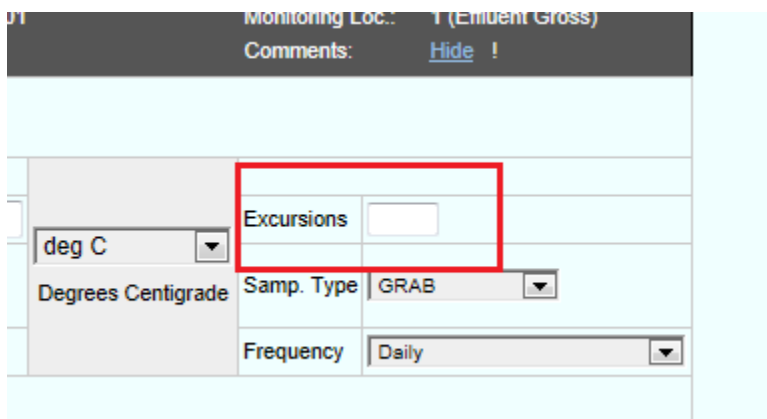
Units	C1 (min)	C2 (avg)	C3 (max)	Units
			001	Monitoring Loc.: 1 (Effluent Gross)
			0	Comments: <a href="#">Hide</a> !

C1 (min)	C2 (avg)	C3 (max)	Excursions	Samp. Type	Frequency
				GRAB	Daily

C3 is not complete.

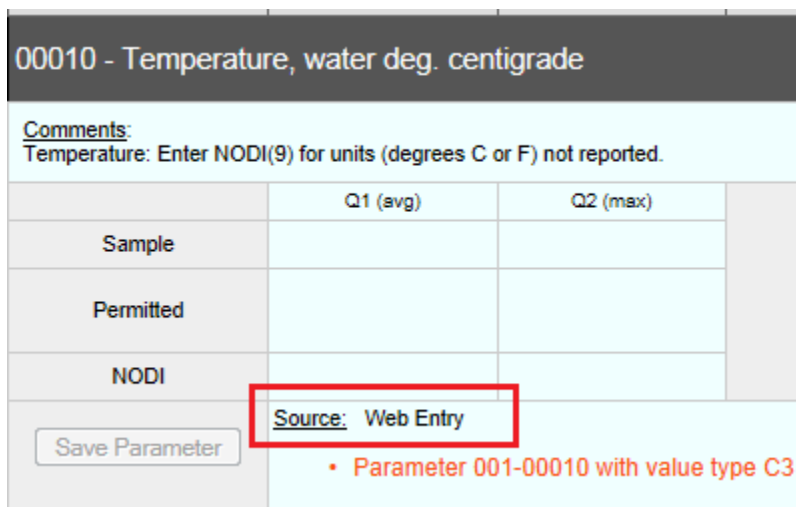
If you select a NODI code for all expected parameter results a notification will appear informing you the units, sample type and frequency will be cleared out. Click “Ok” and proceed to save your data.

Use the “Excursion” field to record the number of times sample results were outside the value shown in the “Permitted” cells for the given parameter during the monitoring period.



The screenshot shows a form for monitoring data entry. At the top, it says 'Monitoring Loc.: 1 (Effluent Gross)' and 'Comments: Hide !'. Below this, there's a section for parameter settings. A dropdown menu is set to 'deg C' with 'Degrees Centigrade' below it. To the right, the 'Excursions' field is highlighted with a red box. Further right, 'Samp. Type' is set to 'GRAB' and 'Frequency' is set to 'Daily'.

When information is entered, the text next to the word “Source” will indicate whether the information came from an uploaded file, displaying the name of the file, or if the information was entered through the web form. The fields within a single parameter section must be completed entirely via web entry or by an upload file, not through a combination. However, some parameters may be completed through the web entry and some through an uploaded file.



The screenshot shows a parameter section for '00010 - Temperature, water deg. centigrade'. It includes a 'Comments' field with the text 'Temperature: Enter NODI(9) for units (degrees C or F) not reported.' Below this is a table with columns 'Q1 (avg)' and 'Q2 (max)'. The rows are labeled 'Sample', 'Permitted', and 'NODI'. At the bottom, there's a 'Save Parameter' button and a 'Source: Web Entry' text, which is highlighted with a red box. A red message at the bottom right says 'Parameter 001-00010 with value type C3'.

Notes regarding the status of each parameter are shown at the bottom of each parameter section.

	Quantity or Loading			Quality or Concentration		
	Q1 (avg)	Q2 (max)	Units	C1 (min)	C2 (avg)	C3 (max)
<b>0011 - Temperature, water deg. fahrenheit</b>						
Feature: Season:						
	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)
Sample						=
Permitted						= Req M Instantan Maximum
NODI						
Source: Web Entry						
Save Parameter						
<ul style="list-style-type: none"> <li>Parameter 001-00011 with value type C3 is not complete.</li> </ul>						
<b>0070 - Turbidity</b>						
Feature: Season:						
	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)
Sample				=	=	=
Permitted				<= 75 Monthly Average	<= 100 High Weekly Average	<= 225 D
NODI						
Source: Web Entry						
Save Parameter						
<ul style="list-style-type: none"> <li>Parameter 001-00070 with value type C2 is not complete.</li> <li>Parameter 001-00070 with value type C3 is not complete.</li> <li>Parameter 001-00070 with value type C1 is not complete.</li> </ul>						
<b>0400 - pH</b>						
Feature: Season:						



## D. Upload / Manage Files

The upload feature allows you to upload your DMR data. The upload file specifications are listed [here](#).  
([http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/docs/dmr\\_upload\\_format.xls](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/docs/dmr_upload_format.xls))

**SMR / DMR Reporting**

[Back to SMR Search](#) Reporting Level: Level II

**Monthly SMR ( MONNPDES ) report for May 2014** Report Effective Dates: 05/01/2014 - 05/31/2014  
 Status: In-Progress All Electronic Date: 01/01/2005  
 Data Summary Export: [Export to Excel](#)

[No Discharge](#) [EDF/CDF](#) [Analytical Data](#) [Calculated Data](#) [Data Summary](#) [Attachments](#) [Violations](#) [DMR](#) [Submittal](#)

**DMR Dashboard**

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	05/01/2014 - 05/31/2014	07/01/2014	<input type="text"/>	Empty	<a href="#">Unlink</a>
<a href="#">INF-A</a>	05/01/2014 - 05/31/2014	07/01/2014	<input type="text"/>	Empty	<a href="#">Unlink</a>

Add DMR to this Report

All DMRs have been matched.

[Upload / Manage Files](#)  
[DMR PDF Report](#)

Clicking the “Upload/Manage Files” button displays a new screen. Click the ‘Browse’ button to navigate your computer for the file to upload. Click the “Upload File” button once you have selected the file to upload. Multiple files may be uploaded separately.

[No Discharge](#) [EDF/CDF](#) [Analytical Data](#) [Calculated Data](#) [Data Summary](#) [Attachments](#) [Violations](#) [DMR](#) [Submittal](#)

[Back to the Dashboard](#)

**DMR File Management**

Upload Parameter Values

[Browse...](#) [Upload File](#)

If a file is uploaded in error, or data that were uploaded must be corrected, click the ‘Delete’ hyperlink. While the file is not actually stored in the system, this will remove the values associated with the file.

## E. DMR PDF Report

The “DMR PDF Report” button will create a PDF file displaying all the results that have been entered through the form or through an uploaded file.

**SMR / DMR Reporting**
Reporting Level: Level II

Back to SMR Search

**Monthly SMR ( MONNPDES ) report for May 2014**
Report Effective Dates: 05/01/2014 - 05/31/2014

Status: In-Progress
All Electronic Date: 01/01/2005

Data Summary Export: [Export to Excel](#)

No Discharge EDF/CDF Analytical Data Calculated Data Data Summary Attachments Violations DMR Submittal

**DMR Dashboard**

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	05/01/2014 - 05/31/2014	07/01/2014		Empty	<a href="#">Unlink</a>
<a href="#">INF-A</a>	05/01/2014 - 05/31/2014	07/01/2014		Empty	<a href="#">Unlink</a>

Add DMR to this Report

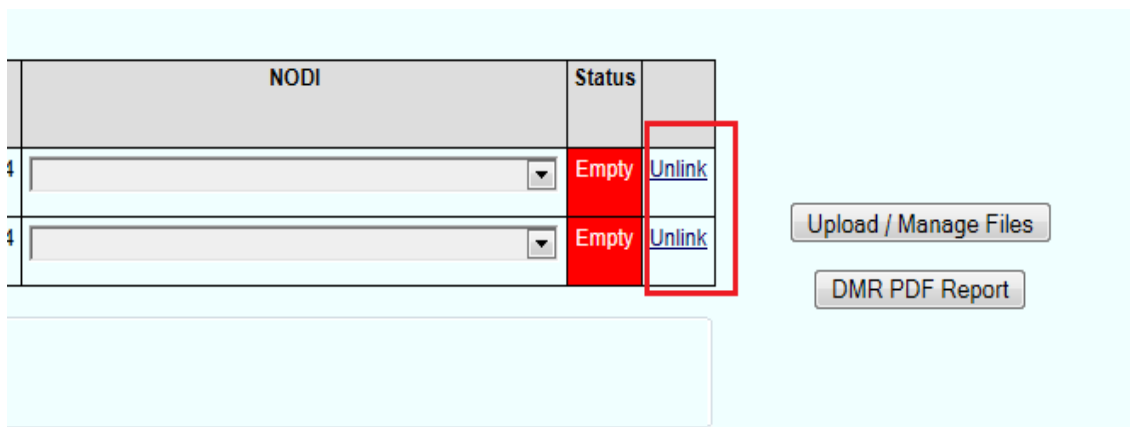
All DMRs have been matched.

Upload / Manage Files  
DMR PDF Report

A copy of the PDF report will also be included in the zip file created upon submittal of the eSMR, which is the copy of record.

## F. Linking / Unlinking

By default DMRs are linked to reports using an algorithm that matches the monitoring period and due date. You also have the ability to link and unlink Feature – Limit Sets to a report by clicking the “unlink” hyperlink. It may be necessary to unlink a DMR from an eSMR if the DMR is not complete because the eSMR cannot be submitted if a linked DMR is incomplete.

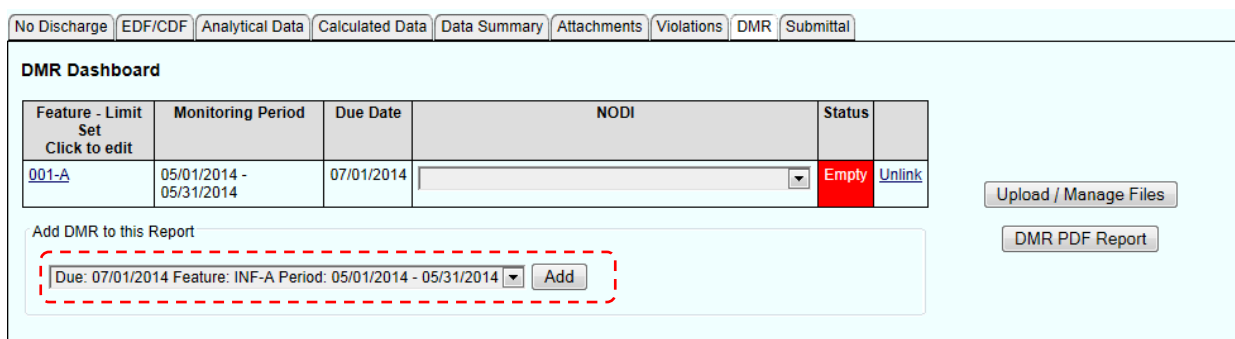


	NODI	Status	
4	<input type="text"/>	Empty	<a href="#">Unlink</a>
4	<input type="text"/>	Empty	<a href="#">Unlink</a>

Upload / Manage Files

DMR PDF Report

If a DMR is not matched to a report (or manually unlinked) it will appear in the dropdown below the dashboard table. You can add it to the report by clicking the add button. Be sure to check this list periodically because it is the Discharger's responsibility to ensure that all DMRs are submitted.



No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary | Attachments | Violations | DMR | Submittal

**DMR Dashboard**

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	05/01/2014 - 05/31/2014	07/01/2014	<input type="text"/>	Empty	<a href="#">Unlink</a>

Add DMR to this Report

Due: 07/01/2014 Feature: INF-A Period: 05/01/2014 - 05/31/2014

Upload / Manage Files

DMR PDF Report

## G. Submittal

The DMR and SMR are submitted simultaneously using the submittal tab.

If your DMR data is not completed you will not be able to submit the report. For more information on submitting the report, see the “Submittal” lesson of the eSMR2 training courses posted at [http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/esmr2course.shtml](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/esmr2course.shtml).

No Discharge	EDF/CDF	Analytical Data	Calculated Data	Data Summary	Attachments	Violations	DMR	Submittal
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**No self-determined violations were entered for this report.**

**DMR Status:** DMR data is not complete. Click on the DMR tab to view the status of each DMR.

A cover letter describing your report must be either uploaded (Option A) OR entered as plain text into the field below (Option B) before you can 'Certify & Submit' the report.

Option A: Select a document on your computer by clicking 'Browse', locating your file, and then clicking 'Upload File':

<b>File*</b>	
<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="button" value="Upload File"/>
Uploaded cover letter(s):	

Option B: Enter plain text in the field below, and then click the 'Save' button above:

## Attachment 1

### NODI CODES

Code	Description
1	Wrong Flow
2	Operation Shutdown
4	Discharge to Lagoon/Groundwater
5	Frozen Conditions
7	No Influent
9	Conditional Monitoring - Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
D	Lost Sample/Data Not Available
E	Analysis Not Conducted/No Sample
F	Insufficient Flow for Sampling
G	Sampling Equipment Failure
H	Invalid Test
I	Land Applied
J	Recycled - Water-Closed System
K	Natural Disaster
L	DMR Received but not Entered
Q	Not Quantifiable
S	Fire Conditions
V	Weather Related
W	Dry Lysimeter/Well
X	Parameter/Value Not Reported
M	Laboratory Error